

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 31ST MAY 2012 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 3 for public question time discussions.

1. Election of Chairman

Cllr. Turvey was proposed as Chair by Cllr. Mrs. McGovern, seconded by Cllr. Mrs Hewison and all were in favour. Cllr. Turvey accepted this position and was elected as Chairman. Cllr. Turvey signed the Chairman's undertaking and declaration of acceptance of office.

2. Apologies for Absence: A. Bennett, M. Reeves, P. Richmond. These apologies were accepted and approved.

Attending: H. Turvey (Chair), K. Fincher, Mrs. D. Hewison, D. Lucas, Mrs. C. McGovern, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

3. Election of Vice-Chairman

Cllr. Mrs. McGovern was proposed as Vice-Chairman by Cllr. Mrs Hewison, seconded by Cllr. Turvey and all were in favour. Cllr. Mrs. McGovern accepted this position and was elected as Vice-Chairman. Cllr. Mrs. McGovern signed the Vice-Chairman's undertaking and declaration of acceptance of office.

4. Signing of Outstanding Undertakings and Declarations of Office

The Clerk advised that Mr. Dyer has signed his undertaking and declaration of acceptance of office as a co-opted member of the Parish Council.

5. Changes to Membership

a)&b) After discussion, it was agreed to co-opt Chris Dawson to the vacant Parish Councillor position and to co-opt David James as a member of the Parish Council pending notification that the second Parish Councillor vacancy can be co-opted to. Mr Dawson and Mr James signed the undertaking and declaration of acceptance of office. The Clerk will arrange for Register of Interest Forms to be completed and will provide copies of supporting paper work e.g. the Code of Conduct.

6. Declarations of Interest

Cllr. Turvey provided a reminder regarding declarations of interest. The Clerk expressed an interest in agenda items 19 and 20 (Parish Council PAYE Registration and Parish Clerk Contract). Cllr. Mrs McGovern declared a personal and potentially prejudicial interest in agenda items 19 and 23.

7. To Note Council's Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation

Noted as adopted at the 23rd February 2012 Parish Council meeting. The Clerk will provide copies to Mr. Dawson and Mr. James.

8. To Note Council's Code of Conduct

The Code of Conduct was noted although this is subject to revision as part of the Localism Act. Wychavon DC is providing a training session on 20th June regarding future changes.

9. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors

These were agreed as detailed in Appendix 2 with Cllr. Fincher to join the group of councillors with responsibility for planning matters. The Clerk will circulate the list to Mr Dawson and Mr James to consider areas of responsibility that they would like to be involved with.

10. To Note the Council's Risk Assessment and Insurance Requirements

These were noted as agreed at the Parish Council meetings of 26th January and 29th March 2012.

11. Minutes of the Parish Council Meeting Held on 26th April 2012

It was proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher **and all were in agreement** that the minutes of the 26th April be approved.

12. 2012/136 Reports

a) Cllr. R.C. Adams (District & County Councillor)

Cllr. Adams was unable to attend the meeting.

b) Planning

(i) Cllr. Turvey explained the following current applications:

Approvals

**Woodside, Hatfield Lane,
Norton. Ref: W/12/00539**

Amendment to approval W/11/00181 raising of eaves, alterations to porches, solar panels and enlarged garage to plot 1. Parish does not support.

**Building at Winnells Farm, Church
Lane, Norton. Ref: W/12/00285**

Extension to industrial unit to form a store/utility building and open sided car port (for van), proposed solar panels to main roof south elevation. Parish supports subject to comments.

**St. Peters Garden Centre,
Norton. Ref: W/12/00285**

Extension to cafeteria/office accommodation and additional canopy to cover existing retail area. Parish supports with concern noted.

Refusals - None

Awaiting Decision

**Land at Court Farm, Church Lane,
Norton. Ref: W/12/00285** 6 no employment buildings as extension to existing site and alterations to existing access. Parish does not support.

Internal Consultation - None

Other - None

The response from Mr Hegarty (Managing Director of Wychavon DC and Acting Head of Housing and Planning) regarding the retrospective application for Woodside, Hatfield Lane was considered and noted.

Following the Public Question Time discussions regarding development proposals for Elerslie, Hatfield Lane, it was agreed for the Clerk to respond that the initial view of the Parish Council is that it is favourably impressed with the proposals. Concern was expressed that planning approval may be given for 2 properties but if the site is sold to developers, they may seek approval for an increased number of properties (as has been the experience with other sites within the Parish). It was noted that the development boundary should provide a constraint to development on this site.

(ii) Cllr. Turvey will progress the Crucible Business Park Liaison Group with Cllr. Bennett as soon as possible.

(iii) Cllr. Fincher was agreed as an additional councillor to review future planning applications.

c) Allotments

Cllr. Mrs McGovern advised that most plots are looking good and reminder letters have been sent to tenants not working all of their plots. Vacant plots are in the process of being allocated. Also see agenda item 25.

d) Playing Fields

See agenda item 21.

e) Public Rights of Way

Cllr. Turvey provided an update on work completed and also that being progressed. The Clerk advised that the £500 P3 Grant has been approved and will in future be paid against invoices rather than the lump sum being paid to Parish Councils. It was agreed for the Clerk to instruct the Lengthsman to clear the weeds/undergrowth along the wall in the field adjoining the side of the garden of Courtnellan, Wadborough Road.

f) Finance

(i) The current account balance was £18,544.86 on 24th May with the deposit account balance at £67,901.61 on 3rd May (this includes the first 50% (£15,288) of the precept).

(ii) There were no questions regarding the monthly accounts to the end of April. The Clerk reported total S.137 spend agreed to date of £1,675.70 against a S.137 allowance of £11,947.60 based on elector numbers. The donations/events support budget for 2012/13 was agreed at £1,100. This was noted and agreed that the excess will be taken from reserves.

g) West Mercia Police

CSO Allchurch provided the Police report before agenda item 7 as was agreed. CSO Allchurch provided crime figures since 1st May. It was noted that over the last 12 months vehicle crime has increased in the Brockhill area of Norton and this appears to have spilled over from Worcester City. In view of the vandalism at the play area, CSO Allchurch and PC Woods will visit the area whenever possible. Following a report of cars parking and blocking the pavement outside Smiths Livery Yard, CSO Allchurch will visit the livery owner.

h) Parish Plan

Cllr. Turvey advised that there has been no further progress due to time constraints.

i) EnviroSort

Cllr. Lucas reported that he understands that a night shift is now in operation which would be in breach of the existing planning approval. It was also noted that not all traffic is turning right when exiting the site. It was agreed for Cllr. Lucas to contact EnviroSort to remind them of the turning right planning condition and to make enquiries regarding operation of a night shift. At the next Liaison Group meeting Cllr. Lucas will request confirmation that materials from other counties are not being received by EnviroSort to help utilise the capacity of the facility.

13. 2011/137 Year End Accounts and Annual Return

The Clerk reported on the draft accounts circulated at the meeting. The Clerk will prepare an Income and Expenditure year on year variation report for circulation and discussion by the Parish Council. The Clerk referred to the Internal Auditor's report which advised of no matters for the attention of the Parish Council and reported on the content of sections 1, 2 & 4 of the Annual Return. The Clerk will advertise the audit.

The accounts for the year ended 31st March 2012 were approved, and the Annual Return approved and signed off, as proposed by Cllr. Fincher, seconded by Cllr. Lucas and agreed by all.

14. 2012/138 South Worcestershire Development Plan (SWDP)

Cllr. Fincher advised that the Preferred Options Document (POD), together with a schedule of amendments, will be considered by the District/City Councils on 3rd July. A revised POD will be produced incorporating any agreed changes. Whilst it is understood that housing numbers are being increased, windfall developments will now be included in the total numbers which it is hoped will match the increase. Cllr. Fincher advised that further discussions with Welbeck Land are providing improved feedback in terms of their understanding and appreciation of the Parish

Council's requests regarding any SWDP development.

It was agreed for Cllr. Turvey to arrange a meeting with Cllr. Middlebrough to discuss the SWDP and to confirm that the Parish Council's requests are included in the POD amendments schedule for review on 3rd July. It was also agreed to hold a public meeting after 3rd July to update residents on POD changes. Cllr. Turvey reported that the Joint Advisory Panel (JAP) has advised that representatives from the Parish Council are unable to attend/speak at JAP meetings and we are waiting for a response regarding the availability of JAP minutes.

15. 2012/139 Flooding Issues

- a) SSSI site drainage work - no further news to report.
- b) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area - no further news to report.
- c) Cllr. Turvey reported on an update from Dalcour Maclaren/Severn Trent Water which includes the suggestion of a land sale rather than a lease. It was agreed for the Clerk to arrange a meeting with Dalcour Maclaren/Severn Trent Water and the previous Parish Council attendees to discuss matters further. The Clerk advised that the Parish Council solicitor has been notified that we have been approached regarding a potential land sale.

16. 2012/140 Norton Pre-school Proposals

Cllr. Lucas passed on thanks from Pre-school for the donations from Cllr. Adams and the Parish Council. It is understood that there is no update from Worcs CC regarding the funding issues raised. Following a suggestion that perhaps the Parish Council could help Pre-school with the short term shortfall in funds due to funding changes (max. £4k), it was agreed for the Clerk to make enquiries regarding options available.

The youth shelter relocation will be considered as part of the play area redevelopment.

17. 2012/141 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that the £10k cycle route contribution is due to be paid, along with the £85k funding for redevelopment of the tennis courts as a multi-use play area, upon first occupation which is likely soon. The Clerk advised that in response to the letter to Power On regarding the traffic problems over the Easter weekend, it is hoped that the broken dog waste bin will be replaced and that as a gesture of goodwill, a contribution may be made towards a new notice board in Crookbarrow Road. It was noted that lorries have been parking in the Crookbarrow Road bus stop waiting for site to open, which has created problems for the school buses. This will be monitored.

18. 2012/142 Grass Verges along Crookbarrow Road

The Clerk advised that a meeting is being arranged with the developers to discuss future maintenance/ownership of these verges.

19. 2012/143 PAYE Registration of the Parish Council

- a) All matters in hand.
- b) The Clerk is liaising with Cllr. Turvey and Cllr. Fincher to produce a draft handyman contract and draft Grievance and Disciplinary Policies to the Parish Council for review/approval.
- c) See b) above.
- d) To be considered following review of the Grievance and Disciplinary Policy guidance notes.

20. 2012/144 Parish Clerk Contract

Cllr. Turvey advised that this will be looked at further as soon as possible to finalise.

21. 2012/145 Parish Hall Recreation Facilities

- a) In the absence of any items categorised as high risk, it was agreed to review the RoSPA play area inspection summary and general maintenance of the area at the June Parish Council meeting.

The seesaw vandalism was discussed and it was agreed for the Clerk to arrange repair at a maximum cost of £200.

- b) The quotes to repair the goal mouth were considered. It was agreed for the Clerk to instruct New Farm Grounds Maintenance to repair the goal mouth with amenity turf, rolling and initial watering plus installation of barrier fencing at a cost of £132 plus VAT.
- c) The Clerk advised that a working group meeting has been arranged for 11th June to consider a project for play area redevelopment and a multi play sports facility.
- d) After discussion it was agreed for the working group to explore ideas/opportunities, costs and funding. As initial guidelines, a total cost for both areas was suggested at around £150k, with the area for the new play park to be potentially expanded, but not to encroach on to the football pitches. It was agreed that if a member of the working group can attend the PlayFair event at Stoneleigh then mileage expenses would be paid.
- e) The Clerk reported that Norton Toddlers has requested that their donation of £600 should be used by the end of 2012, towards the cost of a piece of equipment for toddlers e.g. a springy sit on toy, or the donation will need to be returned.
- f) The request for skate/bmx ramps will be considered as part of working group remit.

22. 2012/146 Parish Hall Security

Cllr. Lucas advised that sample kits are being reviewed. In the interim period, in view of recent vandalism, notices about CCTV will be installed. The systems and costs will be considered at the next Trustees meeting on 21st June. The Clerk advised that a Guard Cam system has been highlighted by the Police as a security light and camera combination operated by a sensor.

23. 2012/147 Parish Hall

- a) Cllr. Lucas highlighted how the Hall management has changed over recent years and that this is likely to continue to evolve. The Clerk advised that a document summarising the Lease and Trust Deed/Charity/Hall Management Committee and a draft letter to CALC have been circulated to Cllr. Lucas and Cllr. Fincher for review. It was agreed to submit this information to CALC for review and comment.
- b) Quotes for proposed maintenance work will be considered at a future meeting along with longer term maintenance and operational responsibilities.
- c) The Clerk will progress the Hall valuation when information has been received regarding the Hall insurance renewal date.
- d) Parish Hall responsibility for playing field bookings and maintenance will be considered at the next Trustees meeting. The Clerk reported that the Parish Council insurers have advised that passing responsibility for bookings and maintenance to the Hall shouldn't present a problem provided that it is handled in the same way, however it was highlighted that the Hall insurers should be advised of the additional responsibility/liability being taken on by the Hall, to ensure that this is included within their insurance.
- e) After discussion it was agreed that Cllr. Fincher will take on responsibility for seeking funding for maintaining/improving the Parish Hall, assisted by Mrs Harris, Hall Secretary.

24. 2012/148 Parish Hall Gates

Following the incident at the Parish Hall where the car park gate is reported as swinging into a car causing damage, suggested solutions were reviewed. It was agreed for the Clerk to instruct Shear Perfection Ltd to supply and install 2 posts and tie backs to the gates at a cost of £280 plus VAT.

25. 2012/149 Allotments

- a) The Clerk reported an uncooperative response to a letter sent to a dog owner requesting that dogs are kept off the allotments and are kept on leads on the public right of way at the back of the allotments.
- b) After discussion of the perennial problem of dogs straying onto allotments, it was agreed that enforcement is not an ideal option and is prone to difficulties. The Clerk provided details of the quotes obtained in 2010 to fence the back of the allotments adjacent to the public right of way as a

reminder of the likely level of costs. It was agreed for the Clerk to obtain updated quotes for fencing and a locked gate (with access only for the Parish Council). The Clerk will write to tenants to advise that consideration is being given to fencing the back of the allotments to prevent access by dogs, but that this would result in entry to the allotments only being possible from the main gate along Wadborough Road and to seek any objections to this.

26. 2012/150 Control of Dogs within the Parish

- a) Concerns relating to the control of dogs were noted.
- b) Consideration was given to the playing fields becoming a no dog zone, however concern was expressed regarding policing and enforcement. The situation will be monitored and it is hoped that the planned CCTV will assist as this will cover the playing fields. CCTV notices will be displayed at the Parish Hall and a notice will be placed in the Parish Council newsletter.
- c) It was agreed not to write to owners reported as letting dogs off leads on the playing fields at the current time. The situation will be monitored and reviewed following CCTV installation. The suggestion for an area of land within the Parish to be allocated as an area for exercising dogs was noted and consideration will be given to an appropriate area. In view of the Severn Trent proposals, the land between Coppice Cottage and Courtnellan is unlikely to be suitable.

27. 2012/151 Car Parking Wadborough Road, Littleworth

The Clerk explained the request received from the Governors of NJK CE First School regarding installation of timed parking restrictions opposite school due to the problems with parking and drop off at school times. It was agreed to write to Highways to support the proposals.

28. 2012/152 Boundary of Coppice Cottage, Littleworth and the Parish Hall

The Clerk reported on correspondence received from the owners of Coppice Cottage concerning the property boundary. It was agreed for the Clerk to review this with Cllr. Turvey and report back to the Parish Council.

29. 2012/153 Street Lighting

In response to the consultation from Worcs CC, it was agreed to take part in the trial for a partial night street light switch off. The Clerk will respond. A notice will be placed in the Parish Council newsletter to advise residents of the trial and to seek feedback.

30. 2012/154 Parish Road Repairs

It was agreed to pass the content of the email received to Wychavon DC Planning and Worcs CC Highways. The quality of recent road repairs was questioned with many appearing to be stop gap measures rather than full repairs in keeping with the original materials used.

31. 2012/155 Community Games (8th July)/Parish Fun Run (15th July)

- a) After discussion it was agreed that use of the playing field for parking would not be possible due to the potential for damage to the surface and in view of the maintenance work planned over the next few weeks. The car park will be fine to use. It was suggested that a local farmer may allow a field by the Parish Hall to be used for over flow parking. The Clerk will advise the organiser and offer to put the farmer and organiser in touch if required.
- b) The suggestion to collect email addresses for Parish Council communications at the Community Games was agreed as a good idea. Councillors will consider their availability to attend the event for this purpose.
- c) The Clerk confirmed that the commemorative Diamond Jubilee medals have been presented to pupils of the schools within the Parish (NJK CE First School and Norton Pre-school). Pupils at St. Barnabas CE First and Middle School have received a commemorative medal from school.

32. 2012/156 Newsletter

Inclusion of loose fliers within the Parish Council newsletter was discussed and it was noted that at present, insertion of fliers reduces advertising revenue and therefore increases the net cost of

producing the newsletter. It was proposed by Cllr. Fincher, seconded by Cllr. Mrs. Hewison and agreed by all that in future a first flier will be inserted for a £12 charge, with a request that future adverts are placed within the newsletter. If an advertiser wishes to continue to use loose fliers, these will be charged at £48 (the same cost as a one page advert). It was agreed that these charges will apply to Hall users wishing to insert loose fliers however, there will be no charge for fliers for the Parish Council or the Parish Hall Trustees.

33. 2012/157 New Homes Bonus

It was agreed to discuss the New Homes Bonus with the Pershore Market Town Partnership (PMTP) and if possible to meet on the same day as meeting with the developers to review the Norton verges. The Clerk will arrange with PMTP and Cllr. Turvey.

34. 2012/158 Flag Pole at the Parish Hall

Installation of a donated flag pole at the Parish Hall was agreed in principle. The Clerk will investigate whether planning permission is required and then a location will be considered.

35. 2012/159 Accountancy Services for 2012/13

It was agreed to accept the £780 quote from the existing accountants, The Richards Sandy Partnership Ltd, for preparation of monthly accounts and the year end accounts. The Clerk will accept the quote highlighting that this represents a 5% increase compared to current inflation of 3% and a precept increase of 2.5%.

36. 2012/160 Finance

a) It was proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison **and all were in agreement** that the accounts detailed below be approved for payment/confirmation.

Accounts for Confirmation:

Creditor	Detail	Amount £
Mrs L Burford	Jubilee party donation	100.00
Worcs CALC	Annual subscription	668.13
Community First	Annual subscription	20.00
NALC	Local Council Review annual subscription	15.50
Norton Pre-school	Donation towards completion of outside garden area	300.00
Wychavon DC	Donation towards revised Wychavon Bursary Scheme	50.00
Shear Perfection Ltd	Mowing of churchyard and around car park (£177 plus VAT) plus Norton verges (£173) + VAT	420.00
The Royal Mint	Diamond Jubilee commemorative medals for children attending Norton Pre-school and NJK CE First School	900.70
Duplicate	Newsletter advert refund & Annual Parish Meeting signs	162.00
The Richards Sandy Partnership Ltd	Second 50% of annual accountancy fee (£370 + VAT)	444.00
New Farm Grounds Maintenance	Mowing of playing field (£57.50 x 2) and FP20 (NJ543) culvert maintenance work (£55) plus VAT	204.00
	TOTAL	3,284.33

Accounts for Payment:

Creditor	Detail	Amount £
H. Turvey	Posts for Annual Parish Meeting roadside signs	31.99
Shear Perfection Ltd	Mowing of churchyard and around car park (£177 plus VAT) plus Norton verges (£173) + VAT	420.00
Avalanche Group	Allotment gate sign	35.00
P. Skeys	Lengthsman work April and May 2012	315.00
R. Pullen	March/April parish maintenance via payroll	108.19
Mrs J. Greenway	Honorarium May 2012 (pay slip from Wychavon DC) plus extra hours worked during 2011/12	967.00

Mrs J. Greenway	Expenses May (£82.89 less taxable mileage of £10.22 to be paid via payroll)	72.67
Shear Perfection Ltd	Mowing of churchyard and around car park (£177 plus VAT) plus Norton verges (£173) + VAT (25/5/2012)	420.00
S. Narburgh	Notice board at High Park (including perspex 'windows')	486.26
I. Selkirk	Internal audit fee	80.00
New Farm Grounds Maintenance	Mowing of playing field (£57.50 x 3)	207.00
	TOTAL	3,143.11
	GRAND TOTAL	6,427.44

b) It was agreed to discuss reserve levels, future projects and funding requirements at the June Parish Council meeting. The Clerk will include this item earlier in the June agenda.

c) Re-investment of the matured Treasury Stock funds will be considered as part of item b) above.

37. 2012/161 Audit Commission consultation on appointment of external auditor for 2012/13 and future years

There were no objections to the appointment of Grant Thornton UK LLP and on this basis no response will be submitted.

38. 2012/162 Annual Parish Meeting (10th May)

It was agreed that the new format for the meeting seemed to work well and positive feedback has been received.

39. 2012/163 Correspondence for Information

a) See Appendix 1 for a list of correspondence received. No items were requested for review.

b) A short presentation by the Pershore Volunteer Group was agreed before the June Parish Council meeting. The Clerk will arrange.

40. 2012/164 Clerk's Report on Urgent Decisions since the Last Meeting

Items as discussed within the agenda.

41. 2012/165 Items for Update to Local M.P.

Following the response from Peter Luff regarding the Barracks HQ sale to Wychavon DC, it was agreed for the Clerk to reply to seek further assistance.

42. 2012/166 Councillors' Reports and Items for Future Agenda

The following items were noted for the June agenda:

- To consider requesting that as street name signs on the existing Brockhill development are replaced, these include the Worcestershire Regiment Badge/Crest as is being included on the street signs for the new development by St. Peters Garden Centre.
- To consider development of a 'Parish Pack' for new residents.

43. 2012/167 Date of Next Meetings: Thursday 28th June.

The meeting closed at 10.45pm.

Correspondence Received for 31st May 2012 Parish Council Meeting	
Sender	Subject
Allotments Initiative	The future of Allotment Officers Forums
Audit Commission	Consultation on appointment of external auditor for 2012/13 and future years
CALC	Updates on various matters and training (forwarded to Parish Councillors for information) incl. Localism Act, Code of Conduct, General Power of Competence, Wychavon Area Meeting – Weds 6 th June at 7.30pm – Wychavon DC Committee Room, Civic Centre, Pershore
Clerks and Councils Direct	Magazine May 2012
Community First	Silver membership renewal and benefits. Worcestershire Works well event 22 nd May. E-bulletin incl. funding opportunities (forwarded to Parish Hall Charity Trustees)
CPRE	Fieldwork magazine Spring 2012. Newsletter April 2012 and Annual Report
Dalcour Maclaren	Severn Trent Water proposals – Wadborough Road, Littleworth
Dr D. James	Application for co-opted Parish Councillor vacancy
EFG Harris Allday	Composite Tax Certificate – 2011/12 Tax Year
Furniture at Work	Office furniture catalogue
Lis Gronemeier	Norton Toddlers donation re new item of play equipment – extension for utilisation until the end of 2012
Mr Brooker	Coppice Cottage land boundary and land transfer from the Parish Council in 1974
Mr C. Dawson	Application for co-opted Parish Councillor vacancy
Mr Dawson	Application for co-opted Parish Councillor vacancy
Mr Goode	Norton Community Games/Jubilee Picnic on the Pitch/Youth Club
Mr Longdon (NJK CE First School Chair of Governors)	Car parking Wadborough Road, Littleworth and request for support for an additional timed Traffic Regulation Order to be considered
Mr Orban	Residential road repairs
Mr Sparling	Dogs being allowed off leads at the Parish Hall
Mr Sparling	Volunteer footpath walking
Mrs Bilboe	Volunteer footpath walking
Mrs Wheeler	Letter of thanks following attendance of April PC meeting
Ms Morag and Ms Manuschka	Dogs on allotments and enforcement of ‘no dogs’ requirement, fencing of allotments to separate from public right of way, playing fields no dog zone and use of field adjacent to Coppice Cottage as an allocated dog zone and agility area.
MyColony	Web based allotment management system
NALC	Local Council review online
Norton Community Games	Jubilee picnic and live band – Mon 4 th June 3.30pm
Norton Parish Hall	Agenda for AGM 25 th May 2012
Norton Pre-School	Play area at Norton Parish Hall
Notts Sport	Synthetic surfacing for recreation areas
Pershore High School	Newsletter
Pershore Volunteers Group	Community volunteers and support provided
Peter Luff MP	Old Barracks HQ sale to Wychavon DC (for housing for ex-services personnel)
PlayFair 2012	Event 19/20 th June Stoneleigh Park, Coventry
RTC Safety Surfaces	Product information
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information)
Samuel Brooks Architect	Proposals for the site at Elerslie, Norton
Soc. Local Council Clerks	The Clerk magazine May 2012. CPD training courses
St. Peter’s Parish Council	Invitation to St. Peter’s Annual Parish Meeting 28 th May (forwarded to Parish Cllrs)
SWDP Team	SWDP Joint Advisory Panel (JAP) meetings
Teenage Cancer Trust	Events information and newsletter
The Richards Sandy Partnership Ltd	Quote for 2012/13 accountancy services
West Mercia Police	Crime number re play area vandalism – seesaw. PACT priorities re Whittington.
West Mercia Police	Crime report (forwarded to Parish Councillors for information).
Worcs CC	381 New Sunday and Bank Holiday Bus Service – timetable and newsletter notice

Worcs CC	Confirmation of P3 grant of £500 to be paid against invoices for completed work
Worcs CC	New 381 Sunday and Bank Holiday Bus Service (starting 27 th May 2012)
Worcs CC	Olympic Torch relay – road closures 24/25 May
Wychavon DC	Agendas -Member Conduct Committee and Standards Committee meetings 21 st May
Wychavon DC	Approval Notice for planning application: <ul style="list-style-type: none"> • W/12/00539: Woodside, Hatfield Lane – Amendments to previously approved scheme for the erection of 4 no. dwellings (W/11/00181/PM) • W/12/00806: Building at Winnells Farm, Church Lane – Extension to industrial unit to form a store/utility building and open sided car port (for van), proposed solar panels to main roof south elevation • W/12/00538: St. Peters Garden Centre – Extension to cafe/office accommodation and additional canopy to cover existing retail area
Wychavon DC	Parish Councillor vacancy notice
Wychavon DC	Parish future in relation to New Homes Bonus
Wychavon DC	Parish Matters Newsletter April 2012
Wychavon DC	Standards Training Event – 20 th June 6.30pm for 7pm – new standards regime following the Localism Act 2011 (invitation forwarded to Parish Councillors)
Wychavon DC	Woodside Planning Application and retrospective applications generally
Wychavon Heritage Knights	Event invitation
Zurich Insurance	Insurance claim
Zurich Insurance	Parish Hall car park gates insurance claim

Norton-juxta-Kempsey Parish Council

Councillor Responsibilities

Councillors with Responsibility for Playing Fields:

Chair: Cllr. Richmond
Cllr. Mrs. Hewison

Councillors with Responsibility for Planning Matters:

Chair: Cllr. Richmond
Deputy: Cllr. Bennett Cllr. Lucas
Cllr. Fincher Cllr. Turvey (Parish Council Chairman)

Councillors with Responsibility for Footpaths:

Chair: Cllr. Turvey (Parish Council Chairman and Parish Paths Warden)
Cllr. Lucas

Councillors with Responsibility for Allotments:

Chair: Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Cllr. Mrs. Hewison

Councillors with Responsibility for Finance, Staffing and General Purposes:

Parish Council Chairman
Parish Council Vice-Chairman
Parish Councillors
Responsible Finance Officer (Mrs. J. Greenway)

SWDP Working Group:

Cllr. Turvey (Parish Council Chairman)
Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Cllr. Fincher
Mr. Dyer (Co-opted Member for SWDP)

EnviroSort Liaison Group:

Cllr. Lucas

Flooding Issues: Mr. Reeves (Co-opted Member for Flooding issues)
Cllr. Turvey (Parish Council Chairman)

PACT Representative: Cllr. Bennett

CALC Wychavon Area Meeting Representative: Cllr. Bennett

Community First Representative: Cllr. Turvey (Parish Council Chairman)

Public Question Time Discussions

Mr Richards attended to provide information regarding a prospective planning proposal for 2 residential properties to be built on the site of Elerslie, Hatfield Lane, Norton. Plans have been provided to the Parish Council for information. Mr Richards advised that the development boundary runs through the plot which has reduced the area of land available for development, resulting in the properties being positioned facing sideways to the road. Mr Richards was thanked for approaching the Parish Council for its views prior to submitting a planning application to Wychavon DC.

Mr Dawson and Mr James attended to support their applications to join the Parish Council as co-opted Parish Councillors.